

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

SHANTE BOSE and RASHELLE MANSFIELD, on
behalf of themselves, FLSA Collective Plaintiffs,
and the Class,

Plaintiffs,

-v-

YOUNG ADULT INSTITUTE, INC.,

Defendant.

CIVIL ACTION NO. 23 Civ. 496 (VSB) (SLC)

ORDER

SARAH L. CAVE, United States Magistrate Judge.

Pursuant to the telephone conference held today, May 30, 2024 (the “Conference”), the Court orders as follows:

1. Defendant shall promptly search the email accounts of the following custodians using the following search terms and timeframes (the “Search”):
 - a. Custodians: (i) Laura Valere; (ii) Yolanda Walker; (iii) Anthony Ottrando; (iv) Christine Troiano; (v) Ravi Dahiya; and (vi) Betsy Williams.
 - b. Search Terms:
 - i. Search I:
 1. covid /10 temp!
 2. covid /10 test!
 3. covid /25 check!
 - ii. Search II:
 1. covid /25 book
 2. covid /25 cert!

iii. Search III: adjust! /10 time

c. Timeframes:

- i. For Searches I and II, Defendant shall apply (i) no start date and (ii) an end date of January 20, 2023.
- ii. For Search III, Defendant shall apply (i) a start date of January 20, 2020 and (ii) an end date of January 20, 2023.

2. By **June 12, 2024**, Defendant shall file a letter (the "Letter") reporting on the status of the Search, including (i) the number of hits for each search term, (ii) the anticipated amount of time needed to apply a privilege screen, and (iii) the date by which Defendant anticipates producing the non-privileged emails resulting from Searches I.3 (covid /25 check!), II.1 (covid /25 book), and II.2 (covid /25 cert!), above.
3. On review of the Letter, the Court will schedule a further telephone conference, if appropriate.
4. By **May 31, 2024**, the parties shall order a transcript of the Conference, and shall select the 7-day option for service.

Dated: New York, New York
May 30, 2024

SO ORDERED.



SARAH L. CAVE
United States Magistrate Judge